



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20461

RQ-2

Ron Micheli, Treasurer
Wyoming Republican State Committee
P.O. Box 241
Casper, WY 82602

AUG 10 1994

Identification Number: C00005785

Reference: Year End Report (7/1/93-12/31/93)

Dear Mr. Micheli:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-On Schedule H3 supporting Line 18 of the Detailed Summary Page, you have failed to provide a breakdown of transfers received. Please amend your report to include the missing information.

-Line 11(a)(i) of the Detailed Summary Page of your report discloses a total of \$44,025 in itemized contributions. The sum of the entries itemized on Schedule A, however, indicates the total to be \$43,275. Please amend your report to clarify the discrepancy.

-Schedule H4 discloses a disbursement(s) which is categorized as a fundraising expense(s); however, a Schedule H2 has not been filed to disclose the allocation ratio. All committees are required to allocate the direct costs of each fundraising event in which the committee collects both federal and non-federal funds. The costs are allocated according to the funds received ratio and reported on Schedule H2. 11 CFR §§106.5(f) and 106.6(d). Please file a Schedule H2 to disclose the ratio for the fundraising event(s).

-Your calculations for administrative/voter drive and fundraising EVENT YEAR-TO-DATE totals are incorrect. EVENT YEAR-TO-DATE totals for administrative and voter drive costs are derived by aggregating all disbursements during the calendar year within the category. EVENT YEAR-TO-DATE totals for fundraising, direct candidate support, and exempt activities are derived by aggregating all disbursements during the calendar year within a specific event. These should be calculated by adding the latest disbursement for a category or event

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to the previous EVENT YEAR-TO-DATE total for that category or event. This running EVENT YEAR-TO-DATE total should be disclosed after each disbursement is listed. Please amend your report by providing the correct administrative/voter drive and fundraising EVENT YEAR-TO-DATE totals.

-Itemized disbursements must include a brief statement or description of why the disbursements were made. Please amend Schedules H4 and B of your report to clarify the following descriptions: miscellaneous, Election 1994, Co. Achievement, National Committee and state sponsored event. For further guidance regarding acceptable purposes of disbursements, please refer to 11 CFR §104.3(b)(3).

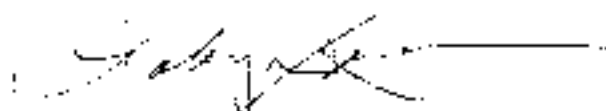
-Your report includes computer produced formats of Schedules H4 and B. Computer produced formats may only be used upon prior approval of the Commission. You should submit a separate sample format with a cover letter requesting approval. Until your format has been approved, FEC forms must be used. 11 CFR §104.2(d)

-Please amend your report by providing the full address for each disbursement itemized on Schedules H4 and B supporting Lines 21(a) and 21(b). In addition, please provide a purpose of disbursement for CRS Business Products disclosed on Schedule H4.

-Your report does not include a Schedule H1 to disclose the ratio for the allocation of administrative and generic voter drive costs. This ratio is determined at the beginning of each two-year election cycle. All shared administrative and generic voter drive costs incurred during the two-year cycle must be allocated according to this ratio, unless the federal account elects to pay a higher percentage of its cost. 11 CFR §106.5(b)(2), (d)(1), (d)(2) and 11 CFR §§104.10(b)(1)(i)(B) and 106.6(c)

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,



Robyn Jameson
Reports Analyst
Reports Analysis Division

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